

ALABAMA DEPARTMENT OF HUMAN RESOURCES  
VENDOR BID SPECIFICATIONS 10-R-2216861

REQUEST FOR QUOTATION TO MOVE THE GENERAL SERVICES DIVISION  
STATE OFFICE FROM:

401 NORTH PERRY STREET, MONTGOMERY, AL 36104

TO:

2773 WEST GUNTER PARK DRIVE, MONTGOMERY, ALABAMA 36109

THE GENERAL SERVICES DIVISION OF THE STATE DEPARTMENT OF  
HUMAN RESOURCES WILL BE RELOCATING THE OFFICES AND  
WAREHOUSE TO A NEW LOCATION.

THE MOVE DATE IS PLANNED FOR MARCH 15, 2010, OR THE FIRST MONDAY  
FOLLOWING FIVE WORKING DAYS FROM NOTIFICATION OF AWARD. THE  
MOVE MUST BE COMPLETED WITHIN 10 WORK DAYS FROM THE START  
DATE. WORK WILL BE CONDUCTED BETWEEN 7:00 AM AND 5:00 PM.,  
MONDAY THROUGH FRIDAY.

THE SUCCESSFUL BIDDER WILL FURNISH ALL TRANSPORT VEHICLES,  
SUPERVISED LABOR, MOVING CARTS, DOLLIES, HAND TRUCKS, MOVING  
VANS, GONDOLAS, DRIVERS, AND OTHER MATERIALS OR EQUIPMENT  
NECESSARY FOR THE MOVE OF ALL OFFICE AND WAREHOUSE CONTENTS  
AS SPECIFIED.

GONDOLAS WILL BE REQUIRED SO DHR WORKERS CAN ACCESS THE  
SUPPLIES AND FILES DURING THE MOVE. THE VENDOR WILL FURNISH ALL  
BOXES FOR DHR FOR THE MOVE.

VENDOR MUST BE QUALIFIED TO PLAN, COORDINATE, SUPERVISE AND  
DIRECT ALL ASPECTS OF THE MOVE TO COMPLETE THE PROJECT WITHIN  
THE FOLLOWING SPECIFIED TIME FRAME.

ALL BIDDERS MUST PROVIDE THREE (3) REFERENCES FOR JOBS MOVING  
OFFICE AND WAREHOUSE SPACE SIMILAR TO THIS MOVE:  
APPROXIMATELY 32,500 SQ. FEET. EACH REFERENCE MUST INCLUDE NAME  
AND CITY OR ORGANIZATION, CONTACT PERSON, PHONE NUMBER, AND  
MONTH AND DATE OF EACH MOVE. REFERENCES MUST BE INCLUDED IN  
THE SUBMITTED BID PACKAGE.

THE VENDOR WILL DESIGNATE A PROJECT MANAGER OR SUPERVISOR  
WHO WILL REMAIN ON-SITE AT ALL TIMES DURING THE MOVE AND WILL  
KEEP DHR RELOCATION COORDINATOR ADVISED DURING THE MOVE OF  
ANY DAMAGES, ACCIDENTS, OR ANY OTHER PROBLEMS THAT MIGHT  
CONFLICT WITH THE MOVING PLAN.

ALL VENDOR EMPLOYEES MUST BE CLEARLY IDENTIFIED BY SHIRT, BADGE, OR UNIFORM. NO SMOKING, EATING, OR DRINKING WILL BE ALLOWED IN THE DHR'S LOCATIONS. WORKERS INVOLVED WITH THE ACTUAL MOVE MUST REFRAIN FROM CONDUCT UNBECOMING OF A PROFESSIONAL; THEY MUST BE OF FAVORABLE, SOBER CHARACTER WITH NO FELONY CONVICTIONS, AND BE U.S. CITIZENS OR HAVE LEGAL IMMIGRATION STATUS.

THE DEPARTMENT OF HUMAN RESOURCES MAINTAINS, ON THE PREMISES, PROTECTED HIGHLY CONFIDENTIAL INFORMATION. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO EXECUTE A SEPARATE CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT WITH THE DEPARTMENT OF HUMAN RESOURCES, (COPY ATTACHED.) THE SIGNED AGREEMENT MUST BE INCLUDED WITH THE BID.

REQUIREMENTS FOR MOVING OFFICE SPACE:

ALL SHELVEING MUST BE DISASSEMBLED AND REASSEMBLED IN THE NEW BUILDING.

\*COMPUTERS AND ACCESSORIES WILL BE MOVED BY DHR COMPUTER TECHNICIANS

NOTE: BECAUSE COMPUTER EQUIPMENT IS ALSO BEING MOVED, IT WILL BE NECESSARY FOR THE EMPLOYEE DESKS OR WORKSTATIONS NORMALLY USED FOR COMPUTER OPERATIONS TO BE MOVED EARLY AND SEPARATELY IN ORDER FOR THE DHR COMPUTER TECHNICIANS TO BE ABLE TO SET UP AND INSTALL THE COMPUTERS AS SOON AS POSSIBLE.

DHR COMPUTER TECHNICIANS WILL BE ON SITE TO PICK UP THE COMPUTERS AT THE SAME TIME THE DESKS ARE BEING MOVED.

DEPARTMENT STAFF WILL LABEL ALL OFFICE ITEMS TO BE MOVED WITH THE CORRESPONDING ROOM NUMBERS FOR PLACEMENT IN THE NEW LOCATION.

DHR STAFF WILL PACK AND MOVE ALL OF THEIR PERSONAL PROPERTY ITEMS.

CONTENTS OF LATERAL FILES WILL BE BOXED AND LABELED BY DEPARTMENT STAFF. CONTENTS WILL BE UNPACKED AND RE-FILED AT THE NEW BUILDING BY DHR EMPLOYEES. ALL BOXES FOR THE OFFICE SPACES IN THE OLD BUILDING WILL BE BOXED AND UN-BOXED BY DHR PERSONNEL AT THE NEW LOCATION.



VENDOR WILL BE RESPONSIBLE FOR PLACING EACH ITEM AS DESIGNATED BY MOVING COORDINATOR. ANY PLACEMENT ERRORS MUST BE CORRECTED BEFORE THE MOVE IS COMPLETED.

WAREHOUSE:

FOR WAREHOUSE AREA WITH OFFICE SUPPLIES, SPECIAL GONDOLAS WILL BE REQUIRED SO DHR STAFF CAN ACCESS THE SUPPLIES AS MUCH AS POSSIBLE DURING THE MOVE. THE VENDOR WILL BE RESPONSIBLE FOR PLACING THE ITEMS IN THE SAME ORDER ON THE GONDOLAS AS THEY WERE ON THE SHELF. AT THE NEW LOCATION THE VENDOR WILL PLACE THE SUPPLIES ON THE SHELVING ONCE THE SHELVES ARE IN PLACE AND REASSEMBLED.

DESIGNATED DEPARTMENT STAFF WILL BE PRESENT AT THE NEW LOCATION TO HELP COORDINATE THE MOVE.

VENDORS MUST ADEQUATELY PROTECT THE BUILDING WALLS, FLOORS, CARPET, BUILDING, EQUIPMENT, AND FURNISHINGS AT EACH LOCATION. ALL BOXES AND TRASH WILL BE REMOVED DAILY AND HAULED OFF BY THE CONTRACT VENDOR. NO MATERIALS MAY BE STORED IN CORRIDORS. ANY DAMAGES CAUSED BY THE MOVING CREW WILL BE REPAIRED AT VENDOR'S EXPENSE.

PROOF OF GENERAL LIABILITY INSURANCE IN THE FOLLOWING AMOUNTS MUST BE PROVIDED WITH THE BID. FAILURE TO PROVIDE THE PROOF WILL CAUSE YOUR BID TO BE REJECTED.

GENERAL AGGREGATE - MINIMUM \$1,000,000.00

OPERATION AGGREGATE – MINIMUM \$1,000,000.00

BODILY INJURY AND PROPERTY DAMAGE COMBINED SINGLE LIMIT

FOR EACH OCCURRENCE – MINIMUM \$500,000.00

UMBRELLA EXCESS LIABILITY FOR EACH OCCURRENCE – MINIMUM \$1,000,000.00.

INSURANCE ON CARGO PER VEHICLE MINIMUM \$200,000.00 EMPLOYER'S LIABILITY AND WORKER'S COMPENSATION IN ACCORDANCE WITH THE LAWS OF THE STATE OF ALABAMA.

TO FACILITATE THE EVALUATION OF BIDS, VENDORS SHOULD ENSURE THAT THE TERMINOLOGY USED ON THEIR LIABILITY INSURANCE CERTIFICATES IS AS CLOSE AS POSSIBLE TO THAT USED ABOVE. CERTIFICATE LIABILITY INSURANCE MUST BE INCLUDED IN THE BID.

THE VENDOR WILL MEET WITH DHR DEPARTMENT RELOCATION COORDINATOR AT THE CONCLUSION OF THE MOVE FOR A WALK-THROUGH INSPECTION OF ALL FACILITIES FOR ASSESSING ANY DAMAGES TO THE BUILDING OR OTHER PROPERTY. ANY DAMAGES MUST BE REPAIRED BEFORE PAYMENT CAN BE MADE.

A SITE INSPECTION WILL OCCUR AT 1:30 P.M.ON FEBRUARY 23, 2010 AT 401 NORTH PERRY STREET, MONTGOMERY, AL 36104. THE VENDORS WILL INSPECT THE BUILDING AT 401 NORTH PERRY STREET, AS WELL AS THE ONE AT 2773 W. GUNTER PARK DRIVE, MONTGOMERY, AL 36109. THE VENDOR MUST ASK ANY QUESTIONS AT THE TIME OF THE SITE INSPECTION. A LIST OF ITEMS TO BE MOVED WILL BE GIVEN TO VENDORS AT THE TIME OF THE SITE VISIT.

**CERTIFICATE OF SITE INSPECTION:**

I CERTIFY THAT

\_\_\_\_\_  
(SIGNATURE OF COMPANY AGENT)

WHO IS REPRESENTING:

\_\_\_\_\_  
(COMPANY NAME)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(PHONE NUMBER AND E-MAIL ADDRESS)

HAS MADE AN INSPECTION OF THE MOVE LOCATIONS IN ACCORDANCE  
WITH ALL INVITATION TO BID REQUIREMENTS.

\_\_\_\_\_  
DHR AUTHORIZED PERSONNEL

\_\_\_\_\_  
DATE

**STATE OF ALABAMA DEPARTMENT OF HUMAN RESOURCES  
CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2010

By and between the Alabama Department of Human Resources  
General Services Division, located at Montgomery, Alabama,  
(Hereinafter referred to as "DHR" and \_\_\_\_\_,  
Hereinafter referred to as "Recipient."

The Recipient and DHR agree to the following:

WHEREAS, DHR possesses information that is confidential and proprietary to DHR, (hereinafter "Confidential Information"); and

WHEREAS the Recipient is willing to receive disclosure of the Confidential Information pursuant to the terms of this Agreement for the purpose of moving.

NOW THEREFORE, in consideration for the mutual undertakings of DHR and the Recipient under this agreement, the parties agree as follows:

1. Disclosure. DHR agrees to allow the Recipient to receive the "Confidential Information," for the process of the move.
2. Confidentiality:
  - 2.1: No use. The Recipient agrees not to use the Confidential Information in any way other than for facilitating the move.
  - 2.2: No Disclosure. Recipient agrees to use the best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person other than the Recipient's employees having a need for disclosure in connection with the Recipient's authorized use of the Confidential Information.
  - 2.3: Protection of Secrecy. Recipient agrees to take all steps reasonably necessary to protect the secrecy of the confidential information, and to prevent any Confidential Information from falling into the public domain or into the possession of any unauthorized persons.



3. Limits on Confidential Information: Confidential Information shall not be deemed proprietary and the Recipient shall have no obligation with respect to such information where the information:
  - (a) was known to Recipient prior to receiving any of the Confidential Information from DHR;
  - (b) has become publicly known through no wrongful act of Recipient;
  - (c) was received by Recipient without breach of this Agreement from a third party without restriction as to the use and disclosure of the information;
  - (d) was independently developed by Recipient without use of the Confidential Information or
  - (e) was ordered to be publicly released by requirement of a government agency.
4. Ownership of Confidential Information. Recipient agrees that all Confidential Information shall remain the property of DHR, and that DHR may use such Confidential Information for any purpose without obligation to the Recipient. Nothing contained herein shall be construed as granting or implying any transfer of rights to Recipient in the Confidential Information, or any patents or other intellectual property protecting or relating to the Confidential Information.
5. Terms and Termination. The obligations of this Agreement shall be continuing until the Confidential Information disclosed to Recipient is no longer confidential. This agreement shall continue in the event of the above stated purpose service agreement is ended for any reason.
6. Survival of Rights and Obligations. This agreement shall be binding upon, inure to the benefit of, and be enforceable by DHR, it's successors and assigns and the Recipient, it's successors and assigns.

IN WITNESS THEREOF, the parties have executed this agreement effective as the date first written above.

**ALABAMA DEPARTMENT OF HUMAN  
RESOURCES, GENERAL SERVICES  
DIVISION**

**RECIPIENT:**

	_____ Company name
Signature _____	_____ Signature of Company Representative
Printed Name _____	_____ Printed Name
Title _____	_____ Title
Date: _____	Date: _____

WITNESS: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

WITNESS: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

WITNESS: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_